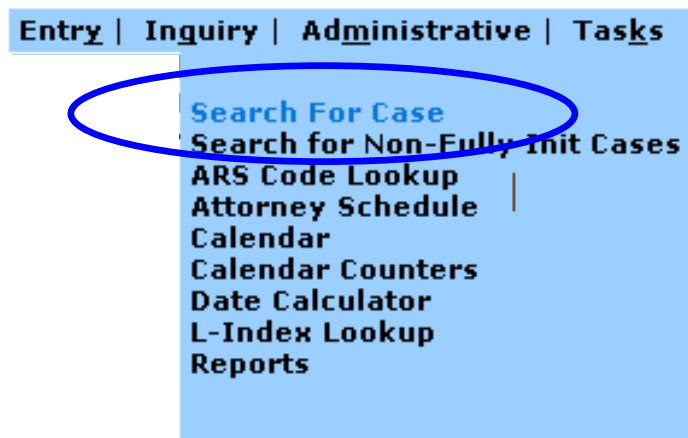


SEARCH FOR CASE

Once you have selected the application to work in and changed your password, iCIS will open the **Search for Case** screen. (This is located on the **Inquiry** drop-down list.)

iCIS Search Options

NOTE: The search engine matches ALL information entered. Clear all previous search criteria each time you begin a new search. Use the "Clear" button at the bottom of the search screen (or Alt+c).



Case Number Search

Type the case number (no dashes) in the case number field and choose the Format number that matches the number of digits in your case number. To begin the search click the Search button or type Alt+s. (There is no need to include the case type (fc, dr, fn) in the case number field if the Department field reflects the type of case you are searching for.)

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Search [No Selected Case]

Search Criteria

Adv.	Department	Case#	Def ID	Format	JP Case#	Bur.	First Name	Middle Name	Last Name
<input type="checkbox"/>	Criminal			10		<input type="checkbox"/>			

Search Coalition

#	Match	Case#	Ctrl Acc	Party Names	Role	SSN	Sex	DOB	More Info
1	Match	CR2002-018935	No	JOHNSON, ROBERT EARL	Defendant	549435153	Male	1/31/1963	More Info
2	Match	CR2001-004981	No	JOHNSON, ROBERT EARL	Defendant	526377417	Male	10/2/1960	More Info

Search Clear

Total Time (Execute, Examination and Rendering) 0 seconds

If your log in is 'Criminal' the Department field will default to 'Criminal' and case numbers you enter will default to CR cases.

The Search Results will display in the lower section of the window.

To open the case with all defendants displayed, click the blue link here.

To view more information about individual parties

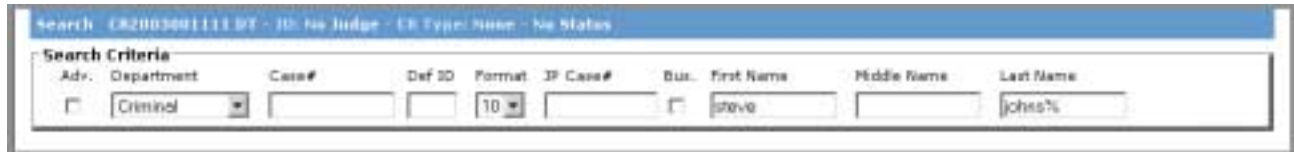
Search Results									
#	Match	Case #	Ctrl Acc	Party Names	Role	SSN	Sex	DOB	More Info
1	NH AKA	CR2002-018935	No	JOHNSON, ROBERT EARL	Defendant	549435153	Male	1/31/1963	More Info
2	NH AKA	CR2001-004981	No	JOHNSON, ROBERT EARL	Defendant	526377417	Male	10/2/1960	More Info

To open the case with only one defendant displayed click that Defendant's ID.

Person Search

If you are unsure of the spelling of a name you can use wild cards to substitute for the unknown letters. There are several wild cards available in iCIS:

A percent symbol (%) can be used as a placeholder for 0 to multiple unknown characters.



The screenshot shows the 'Search Criteria' section of the iCIS interface. The 'Last Name' field contains the text 'John%'. Other fields include 'Department' set to 'Criminal', 'Format' set to '10', and 'First Name' set to 'Steve'.

An underscore (_) can be substituted for a single unknown character.




The screenshot shows the 'Search Criteria' section of the iCIS interface. The 'Last Name' field contains the text 'John_son'. Other fields include 'Department' set to 'Criminal', 'Format' set to '10', and 'First Name' set to 'Steve'.

Brackets [] can be used to narrow your search to the characters you place inside the brackets.



The screenshot shows the 'Search Criteria' section of the iCIS interface. The 'Last Name' field contains the text 'John[s]on'. Other fields include 'Department' set to 'Criminal', 'Format' set to '10', and 'First Name' set to 'Steve'.

To insure that certain characters are NOT searched for by iCIS use the brackets in conjunction with the caret symbol and the characters you wish to omit.



The screenshot shows the 'Search Criteria' section of the iCIS interface. The 'Last Name' field contains the text 'John[s]on'. Other fields include 'Department' set to 'Criminal', 'Format' set to '10', and 'First Name' set to 'Steve'.

Wildcard Hints

The closer wild cards are to the beginning of the field the slower the search will be. Try not to begin your search information with a Wild Card unless you add other criteria.

Don't use the percent (%) wild card when there is only one unknown character. It requires more processing time than the underscore (_).

The percent (%) wild card is the only way to search for ZERO or more characters. Example: John% would match "John" as well as "Johnston"

Business Name Search

Check the box below Bus to change the name fields to Business Name fields. Type in the business name or choose a name from the 'Existing Business' drop-down list. Wild cards may be used here also.

Search CR2003001111 DT - JD: No Judge - CR Type: None - No Status

Search Criteria

Adv. Department	Case#	Def ID	Format	JP Case#	Bus.	Business Name	Existing Business
<input type="checkbox"/> Criminal			10		<input checked="" type="checkbox"/>		<div><div>Apeche County</div><div>Arizona State Board of Regents</div><div>Arizona State Compensation Fund</div><div>Arizona State Corporate Commission</div><div>Arizona State Department of Commerce</div><div>Arizona State Department of Public Safety</div><div>Arizona State Department of Revenue</div><div>Arizona State Department of Transportation</div><div>Arizona State Industrial Commission</div><div>Arizona State Lottery Commission</div></div>

Defendant ID

Each defendant is numbered beginning with the number 001, 002, 003, etc. Use this in combination with other search criteria to narrow your search.

Search CR2003001111 DT - JD: No Judge - CR Type: None - No Status

Search Criteria

Adv. Department	Case#	Def ID	Format	JP Case#	Bus.	First Name	Middle Name	Last Name
<input type="checkbox"/> Criminal	2003001111	001	10		<input type="checkbox"/>			

Justice of the Peace Case

If the case you are searching for started in a lower court, you can search by its JP case #.

Search CR2003001111 DT - JD: No Judge - CR Type: None - No Status

Search Criteria

Adv. Department	Case#	Def ID	Format	JP Case#	Bus.	First Name	Middle Name	Last Name
<input type="checkbox"/> Criminal			10	2002001123	<input type="checkbox"/>			

Advanced Search Options

For more search options check the box under Adv. A second row of search criteria will display.

Smart	Legal # Type	Legal #	DOB	Sex	Single	AKA Last	AKA First	AKA Middle	AKA Business
<input type="checkbox"/>					<input type="checkbox"/>				

Legal Number

To search for a case by a defendant's legal number (social security, booking number, atlas number, etc.) select the type of legal number from the drop-down list then type the number in the Legal # box.

Search CR2003001111 DT - 30: No Judge - CR Type: None - No Status

Search Criteria

Adv. Department Case# Def ID Format JP Case# Bus. First Name Middle Name Last Name

☒ Criminal 10 ☐

Smart Legal # Type Legal # DOB Sex Single AKA Last AKA First AKA Middle AKA Business

☐ 514-50-3359 ☐

Search # Natl JT Military ID Passport Person Num PB SID Number SSN

ctr Acc Party Names Role SSN Sex DOB More Info

Date of Birth/Sex

Use the Date of Birth and Sex fields in conjunction with a name search to narrow the number of results.

Search CR2003001111 DT - 30: No Judge - CR Type: None - No Status

Search Criteria

Adv. Department Case# Def ID Format JP Case# Bus. First Name Middle Name Last Name

☒ Criminal 10 ☐ george henson

Smart Legal # Type Legal # DOB Sex Single AKA Last AKA First AKA Middle AKA Business

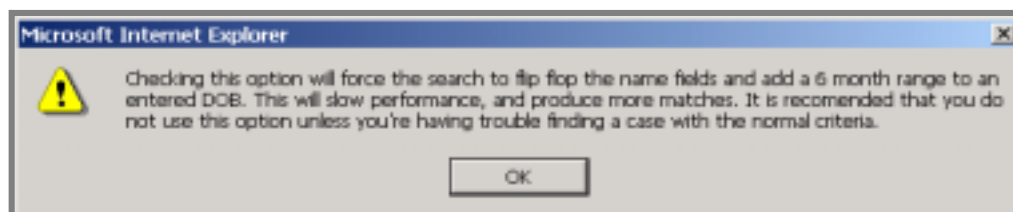
☐ 12-14-1979 M ☐

Smart Search

Smart

☒

To expand the number of cases returned when searching by name or date of birth, place a check in the 'Smart' box. This notice will display. Click **OK** to continue.



NAMES:

“Smart Search” will cause the search engine to check for First and Last names that have been reversed. It will provide a combined list of results. Use this option when the surname is unclear.

- Entering “Howard Ray” will also return “Ray Howard”.

DATE OF BIRTH:

“Smart Search” changes the search into a range of dates (the date entered plus or minus 60 days).

Use this option if you have an approximate Date of Birth.

- Entering **02-15-1970** with Smart Search will search 12/17/1969 – 4/16/1970.

Single Name Search

(For single name searches such as “cher”).

The “Single Name” option will only display records that have no more than one name.

Searching for a first OR last name without using “Single Name” (especially if they are common names) will be extremely slow and return too many matches. This works for first and last names.

The screenshot shows a search criteria form with the following fields and values:

Adv.	Department	Case#	Def ID	Format	JF Case#	Biz.	First Name	Middle Name	Last Name
<input checked="" type="checkbox"/>	Criminal			10		<input type="checkbox"/>	cher		

Smart	Legal # Type	Legal #	DOB	Sex	Single	AKA Last	AKA First	AKA Middle	AKA Business
<input type="checkbox"/>					<input checked="" type="checkbox"/>				

***Combine “Smart Search” and “Single Name” options to look for single name entries when it is unclear whether the original record was entered into the first or last name.**

AKA Search

The AKA search is a person/business search conducted on other names the party or business is known by.

The screenshot shows the same search criteria form as above, but with the following values in the AKA section:

Smart	Legal # Type	Legal #	DOB	Sex	Single	AKA Last	AKA First	AKA Middle	AKA Business
<input type="checkbox"/>					<input type="checkbox"/>	Jones	Tommy		

General Search Information

1. The best match will be at the top of the list with the worst match at the bottom.
2. The Search Results area of the screen will indicate what it is about the cases returned that matches your criteria. Those matches are:
 DOB = Date of Birth NM = Name CN = Case Number
 LN = Legal Number AKA = Also Known As
3. Many of the search fields will accept "Wild Cards" (both numeric and alpha).
4. Not all information entered will necessarily match for all records returned. If you enter just a name with the gender "male", you will find matches on the name that were not marked as female. This will include "unknown" and "other" as well as "male".
5. Performing non-specific searches can take a long time and may even "time-out" (no results returned) causing the server to work slower for all users.
6. Choosing **Criminal** in the Department drop down will display the results as one row per match, whereas choosing anything else will display the results as one row per case. This allows criminal results to be singled out to the specific defendant.

After selecting your search method and entering the criteria, click the **Search** button (Alt+s) or hit the **Enter** key to display the results.
 (If you want to clear the fields to enter new search criteria, click the **Clear** button (Alt+c).)

The search screen will now display all possible matches according to the criteria you entered beginning with the best match.

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Search: CR2003081111 DT: 30: No Judge - CR Type: None - No Status

Search Criteria

Adv. Department: ☐ Civil ☒ Criminal Case#: Def ID: Format: JP Case#: Bus. First Name: Middle Name: Last Name: JONES

Smart Legal # Type: Legal #: DOB: Sex: Single: AKA Last: AKA First: AKA Middle: AKA Business:

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Search Results

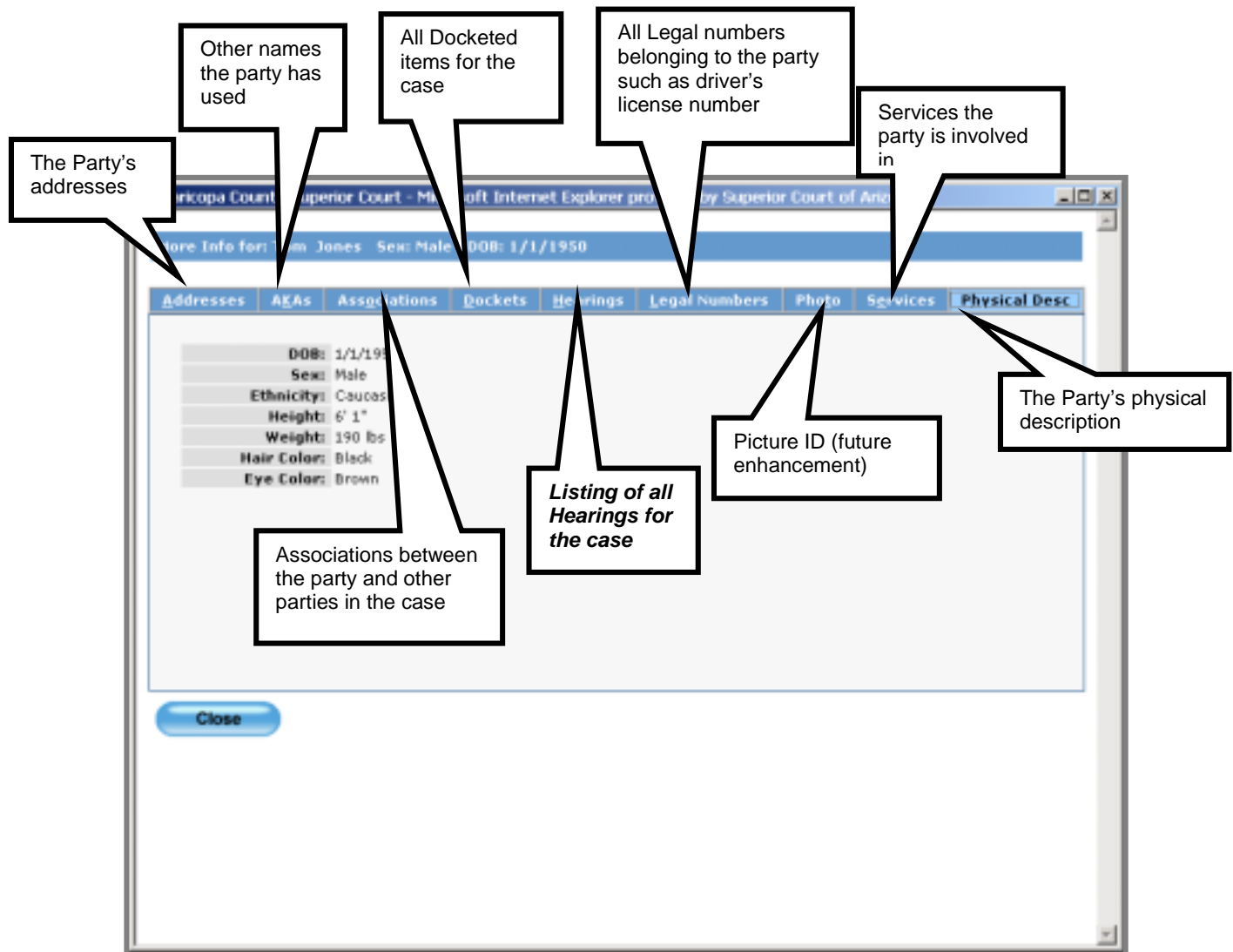
#	Match	Case #	Ctrl Acc	Party Name	Role	SSN	Sex	DOB	More Info
1	NM	CR2002-927549	No	Jones, George	Defendant	001	Male		More Info
2	NM	CR2002-011111	No	Jones, Howard	Defendant	001	Male	1/1/1951	More Info
3	NM	CR2002-686666	No	Jones, Jerry	Defendant	001	Male	1/1/2001	More Info
4	NM	CR2002-012305	No	Jones, Peter	Defendant	001	None	1/1/2001	More Info
5	NM	CR2002-028726	No	Jones, Peter S	Defendant	001	Male	1/1/2001	More Info
6	NM	CR2002-020048	No	Jones, Tom	Defendant	001	Male	1/1/1950	More Info

Search Clear

Query was executed in: 1.484375 second(s)
 Total Time (Execute, Enumeration and Rendering): 1.484375 second(s)

If you are unsure which case is your exact match, you can view more information about the various parties in a case by clicking on the blue [More Info](#) link.

Clicking the [More Info](#) link will open this multi-tabbed window.
Click each tab at the top to view the information.



Click **Close** to return to the **Search Results** window.

Clicking a blue case number link on the Search screen will take you to the **Main Page**.

Click **Close** to return to the **Search Results** window.

